



King County
Medical Services Officer IV
(BLS Training Supervisor)
PUBLIC HEALTH- SEATTLE & KING COUNTY
Emergency Medical Services Division/Training Section
Hourly Rate Range \$28.88 - \$41.20
Job Announcement No.:03RM3611
OPEN: 7/28/03 CLOSE: 8/11/03

WHO MAY APPLY: This career service position is open to all qualified candidates.

WHERE TO APPLY: Required forms and materials **must** be sent to: **Employment Services, 999 3rd Avenue, Suite 1230, Seattle, WA 98104**. Applications materials must be received by 4:30 p.m. on the closing date. (Postmarks are NOT ACCEPTED.) Contact Tom Hearne at (206) 296-4555 for further inquiries.

PLEASE NOTE: Applications not received at the location specified above may not be processed.

FORMS AND MATERIALS REQUIRED: A [King County application form, data sheet](#), resume and letter of interest detailing your background and describing how you meet or exceed the requirements are required.

WORK LOCATION: Emergency Medical Services, 999 3rd Avenue Suite 700, Seattle, WA 98204

WORK SCHEDULE: This position is overtime eligible. It works a 40 hour work week; Monday through Friday; some rotating evenings and weekends.

PRIMARY JOB FUNCTIONS INCLUDE: The employee occupying this position is the supervisor of the Training Services Section and coordinates ongoing training programs and strategic planning for the Division of Emergency Medical Services (EMS) and supervises a staff of approximately four regular employees (professional, technical, and clerical), in addition to more than 65 temporary instructors and 16 patients involved in the various training programs. These training programs include: Emergency Medical Technician (EMT)- continuing education/ongoing practical skill evaluation and certification/recertification testing, EMT – Defibrillation (training EMTs to deliver electric shocks to cardiac arrest patients); continuing medical education (CME); competency-based training (CBT), and first responder training. This position will plan and develop training programs in cooperation with local medical program directors, physicians, fire services, dispatch agencies, private ambulance and paramedic providers, and others, and ensure consistency, coordination, and integration of training programs; establish training standards, review programs and protocols, and develop training materials; maintain required training records; and prepare and monitor training program budgets and prepare grant applications to support EMT training services; performs special projects closely with Medical Program Director for King County; and attends several meetings: King County Training Officers, Zone 1 Training Officers, Zone 3 Training Officers, Zone 4 Training Officers, BLS Standards committee, Senior EMS Instructors, BLS Staff, EMS Sr. Staff, ECO, WA. State EMS Education Committee, Western Washington Trainer's summit and others as requested.

QUALIFICATIONS: : Harborview/University of Washington trained Paramedic. Does not need to possess current certification. Valid State of Washington driver's license.

- Expert operations knowledge;
- Leadership skills;
- Skill in staff supervision, including performance evaluation;

- Teaching/training skills;
- Effective oral and written communications skills in a variety of situations;
- Demonstrated problem solving and conflict resolution skills;
- Proactive team player;
- Attentive to detail;
- Use of computers for word processing, data input and e-mail.
- Familiarity with budgeting and strategic planning

NECESSARY SPECIAL REQUIREMENTS:

- The selected candidate must pass a through background investigation. (*licensure, pre-employment physical*).
- Employees are required to protect the privacy and security of protected health information as defined in State and Federal Law

UNION MEMBERSHIP: IAFF 2595

CLASS CODE: 1158 SEQUENCE NUMBER: 83-1158-0070